

Academy of Careers and Technology
CTE Student Portfolio Development
Write a Letter of Introduction

A **letter of introduction** (sometimes called a **cover letter**) is a document sent with your resume and other job application materials. It gives you an opportunity to introduce yourself to a potential employer and explains why you are qualified for a specific job for which you are applying.

The most important tip to remember when writing a letter of introduction is to keep it short and to the point. The person you are contacting is busy, and you want to get his or her attention right away.

Since most letters of introduction are sent to strangers, your letter should be extremely professional. A potential employer's first impression of you is your letter of introduction. Your résumé may never be read if it's not accompanied by a professional cover letter. Pay particular attention to spelling, grammar, and punctuation. Thoroughly proofread and edit your letter and ask at least one other person to do the same.

To write your letter of introduction:

1. Log-in to the Career Transitions Portal with the link on the Portfolio page on wvact.net using your wvact.net email address and password.
2. Tap **Write a Cover Letter** on the mid-page menu bar.
3. On the Cover Letter Home page, you will see a blue menu on the right side of the page containing a button for each section of the resume.
4. Tap **CONTACT INFO** to open the Your Contact Info page. Review the information you provided for your resume. Be sure you have included at least one phone number and an email address.
5. Tap **Edit** as necessary to make changes or corrections. Tap Save at the bottom when you are finished.
6. Tap **Go to Write a Cover Letter**.
7. Leave the **Applying for** text box blank for this general letter of introduction.
8. Select today's date from the **Date** picker.
9. Accept the standard **Greeting**.
10. The **Introduction** paragraph should consist of 2 to 3 short sentences that explains who you are, like ones below:

In May 2017, I will graduate from the Academy of Careers and Technology with a Certificate of Completion in the Law & Public Safety program. I will also graduate from Liberty High School. I am very interested in pursuing a career as a law enforcement officer with an organization that offers me the opportunity to apply my education and learn new skills. I have attached my resume for your consideration.

11. In the **Main Section**, you will summarize relevant education, certification, and work experience and explain why you are a good candidate for the opening. Replace the underlined text in the sample below with text more appropriate for your training and experience:

I strongly believe that my education and simulated workplace experience have prepared me to be a job-ready employee. Through my career and technical education program, I have mastered various skills in preparing and submitting logs and reports, performing vehicle

stops and searches, managing a crime scene, and placing individuals in protective custody. I have earned OSHA-10 and first aid/CPR certifications. I have completed an extensive job shadowing experience with the Beckley Police Department and participated in many community-based projects.

In the **Conclusion**, express your interest in taking the next step in the hiring process.

I welcome the opportunity to discuss my qualifications with you in person. Please feel free to contact me at any time. Thank you very much for your time and consideration.

The **Signature** section includes a drop-down list of options. Choose *Sincerely*. Tap **Save** when you are finished. Your name will be automatically added to the bottom of the letter.

Saving Your Letter of Introduction in Google Drive

1. When your letter is complete, tap **Preview & Download Cover Letter**. The letter will appear with a Download link at the top of the page.
2. The letter will appear in a new tab with an **Open in “Drive”** option in the upper right (if the link disappears, just tap in the general area to activate it again).



3. Tap **Open in “Drive”** and confirm the save when prompted. The file will be saved in .rtf format, which cannot be viewed directly in Drive.

Converting Documents to PDF Format

Unfortunately, the letter of introduction builder we use creates documents in RTF (rich text format) that can be saved, but not opened, in Google Drive. They must be converted to a more versatile PDF format.

1. Once the document is saved in your Google Drive, open a new tab in Safari and navigate to **online2pdf.com**.
2. Tap the **UPLOAD FILES** button, select **Google Drive**, then select **coverletter.rtf**.
3. Tap the gray **DOWNLOAD** button below the filename. The converted file will open onscreen.
4. Tap **More...** in the upper-left corner, and select **Google Drive**. Tap **UPLOAD** when prompted.
5. Your Google Drive will now contain multiple copies of the cover letter. Remove the RTF version.
6. Change the name of coverletter.pdf to **Letter of Introduction**.
7. The Letter of Introduction is now to be loaded into your portfolio site.